

C-O-N-F-I-D-E-N-T-I-A-L

DEC 23 1957

17 December 1957

MEMORANDUM FOR: Ad-Hoc Sub-Committee on Information Processing
SUBJECT : Reproduction of Intelligence
REFERENCE : IAC - M - 310, item 4; IAC - D - 95/6.

In accordance with AHIP action of 12 December 1957, there is attached implementing instructions for the reproduction of intelligence by IAC agencies to become effective 2 January 1958.



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Paul A. Borel
Chairman

Attachment:

AHIP-D-3/2, dated 12 December 1957, (Final)

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AHIP-D-3/2
12 December 1951
(Final)

INTELLIGENCE ADVISORY COMMITTEE
AD HOC SUBCOMMITTEE ON INFORMATION PROCESSING

Agreement for Implementing
IAC Policy on Reproduction of Intelligence

1. This agreement is to serve to implement the policy on reproduction of intelligence adopted by the IAC on 8 October (IAC - M - 310, item 4; IAC - D - 95/6).
2. Document copy services in the IAC community under the 8 October authorization shall be performed in a manner consistent with the following general objectives and practices:
 - a. Reproduction by One Agency for Its Own Use

Document reproduction shall promote the service capabilities of the central libraries of the IAC. Indiscriminate copying of documents by individual analysts or operating officials of IAC agencies is not intended or authorized.
 - b. Reproduction of One Agency for Use of Another
 - (1) Document copy service is desirable and is to be promoted when an agency, on behalf of any properly accredited representative of another IAC agency, conducts a literature search and produces a bibliography of its document holdings in any subject field in which it has special competence. Having identified pertinent references, it may reproduce them to make them promptly available. The requestor shall not be required to levy separate requests on source agencies for documents originally produced by them.

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- (2) Documents produced for retention in another agency shall ordinarily be released through IAC inter-library channels.
- (3) Each IAC agency shall seek to make its document enclosures available to IAC requestors. When an agency anticipates difficulty in making the enclosure itself available, it shall film the enclosure for its central files on initial receipt, or, lend the enclosure to CIA for filming.
- (4) The recall of documents shall be in accordance with established practices.

c. Records

Appropriate records will be kept by the reproducing agency.

d. Ban on Reproduction

- (1) Excluded classifications:

Excepted are the reproduction of documents subject to extraordinary security limitations (for example, Restricted Data under the Atomic Energy Act, ELINT, special intelligence, Top Secret.)

- (2) Excluded documents:

Department of the Air Force:	none
Department of the Army:	none
Department of the Navy:	none

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Department of State:

(1) Intelligence Reports published by the Department's Intelligence Area which bear either or both a restrictive distribution or access indicator.

(2) Documents ... which do not show (on the face thereof) distribution to the Department's Office of Libraries and Intelligence (OLI), CIA, Army, Navy, and Air may not be reproduced by a recipient agency without the specific prior approval of the Department of State. Ref - State Admin. Cir. No. 122, June 14, 1957.

United States Information Agency: none

Central Intelligence Agency: Information Memoranda
Limited Dissemination TD's
OSCI Reports

United States Atomic Energy
Commission:

None except as specified in the following caveat which appears on information reports of the Division of Intelligence of the U.S. Atomic Energy Commission: "Disseminated for use of the intelligence components of IAC agencies only. Further dissemination or reproduction is not authorized without the written permission of the Director of Intelligence, AEC."

(3) Notification of change:

Agencies taking action to add or remove document series from the list of those banned from reproduction shall notify all addressees to whom the material was originally transmitted.

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